Named records at closeout

GALIDE

What each record covers, who should receive it, and what it helps you check.

Your project scope confirms the records, recipients, and delivery timing.

01 Chain-of-Custody Record

COVERS

Device handoff and receipt against your expected asset list.

SUGGESTED RECIPIENT

Your IT asset or operations lead

HELPS YOU RECONCILE

See what arrived, what is missing, and where custody changed.

02 Certificate of Data Destruction

COVERS

Completed erasure or physical destruction for each processed data-bearing device.

SUGGESTED RECIPIENT

Your security or compliance lead

HELPS YOU RECONCILE

Match each processed device to its documented data outcome.

03 Serialized Erasure Report

COVERS

Device-level erasure results against the inventory you provided.

SUGGESTED RECIPIENT

Your security or IT asset lead

HELPS YOU RECONCILE

Match each data-bearing device to a result or exception.

04 Recovery and Exception Report

COVERS

Condition, grade, readiness, final route, and approved exceptions, where in scope.

SUGGESTED RECIPIENT

Your IT asset or program lead

HELPS YOU RECONCILE

Match each received device to its final disposition.

05 Exception Register

COVERS

Device, issue, status, authorized reviewer, and approved next step.

SUGGESTED RECIPIENT

Your assigned exception approver

HELPS YOU RECONCILE

Track each issue to a decision, owner, and outcome.

06 Quote-to-Settlement Reconciliation

COVERS

For value recovery: changes from the quote to audited results, line by line.

SUGGESTED RECIPIENT

Your finance or procurement lead

HELPS YOU RECONCILE

Tie final value and fees to settlement and payment.

THREAD / TRACE / NEXT STEP

One project reference connects the record package.

NEXT STEP Agree the recipients and exception owner with Galide.



Use the project reference across records; use serial or asset tag for device-level checks.

Suggested recipients are examples. Your agreed scope sets the actual handoff.

Source: Proof & Trust